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Dear Mentors,

Guidelines to follow up programme for mentoring the Adopted Schools.

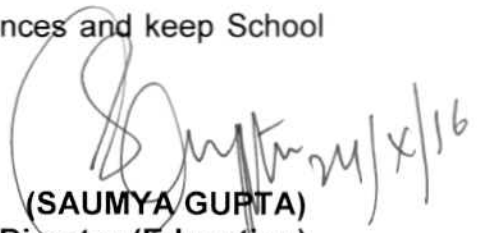
You have been assigned a school with the faith that under your tutelage the school will improve its academic performance especially in XII Class. Kindly visit these schools at least twice a month. The following issues may be kept in mind while mentoring the assigned school.

- Whether Result analysis of Class XI highlights the number of students promoted with grace marks and the students who got through after compartment and subject wise marks of the students?
- Has the subject wise result analysis of class XII been completed on the basis of performance in SA-I Examination?
- Have the weak areas in each subject been identified in respect of weak students?
- Are the names of weak students of Class XI and XII mentioned in the Teacher's Diary?
- Whether the result analysis has been entered in the Teacher's and HOS Diary?
- Have the identification of weak students as well as high achievers been done?
- Is there any action plan in detail for improvement of weak students?
- Have the weak students been adopted by teachers and Heads of the Schools or not?
- Are Remedial classes being held in zero periods before or after the school time for weak students or not?
- Are the Block teaching classes held properly?
- Are parents of weak students counseled during the PTM every month?
- Is there weekly assessment of weak students and the record of the same maintained?
- Have the important topics of each subjects been identified and substantial practice of the same given to weak students?
- Are all the students of Class XII regular and punctual, if not what steps are being taken to ensure the same?
- Are the note books of the students checked every day and the mistakes committed by the students rectified or not?
- Does the Head of the School monitor and supervise Class XII on daily basis and maintains the record of the same?
- Is the progress of the students of Vishwas Group of Class IX monitored and whether the record of the same maintained or not?

Saumya Gupta 24/10/16

- Is the support material available?
- Have separate note books been maintained for support material?

All the mentors may brief me about their personal experiences and keep School Branch formally informed.


(SAUMYA GUPTA)
Director (Education)